

E-Safety Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Human Rights Act 1998
Convention on the Rights of the Child UNICEF 1992	Mobile Phone Policy
Data Protection Act 2018	Child Protection and Safeguarding Policy
Freedom of Information Act 2000	Whistleblowing Policy
Social Networking Policy	Confidentiality Policy

Merry go Round Day Nursery has a commitment to keeping children and staff safe and healthy and the E-Safety policy always operates under the umbrella of the Safeguarding Policy. The E-Safety Policy is the implementation of the Safeguarding Policy & Mobile Phone Policy in relation to electronic communications of all types.

It is our aim to ensure the safe use of technology to enhance the work of the nursery and to provide a working knowledge of technology in a fun and stimulating way. The Internet is now regarded as an essential resource to support teaching and learning. Computer skills are vital to accessing life-long learning and employment. Internet use should be carefully planned and targeted within a regulated and managed environment to show the children the benefits of accessing information from around the world to enhance their learning.

Child Internet Access and Use of Devices

Children will have supervised access to the internet when using connected computer equipment. Not all computer equipment is connected to the internet. Children will never be left unattended whilst using the internet.

Children will be able to take digital images on Amazon Tablets, with complete supervision from staff at all times.

Staff will use the Amazon Tablets to take digital images of the children, which are uploaded to their online Tapestry Journal (see Tapestry policy for more information). Staff cannot use any other digital device to take photographs.

Children will only use age appropriate software.

Photographic and Video Devices

Photographic and Video devices will only be used in the classrooms and in the garden. At least two members of staff will be present when devices are being used.

All images will be used for the purpose of Tapestry observations and some will be printed to use on boards in the classrooms, showing the children taking part in activities. All videos will be used for the sole purpose of Tapestry observations. No photographs or videos will be used outside the nursery setting. Parent permission forms are included in the nursery registration pack, and signed by the parent/ carer on registration.

Merry-go-Round Day Nursery Policy

In the event that any media is required by an outside body, such as local news, individual permission slips will be obtained prior to the event.

No visitors to the nursery will be granted use of photographic or video devices without prior arrangement and consent.

During nursery events, such as Graduation, we request that parents/ carers only take photographs of their own children, unless granted permission by other children's parents/ carers, and to ensure that no other child is in the background. We also request that photographs are only published on personal social media with the permission of other parents/ carers whose children are also present. It is good practice to only share photographs on social media with your immediate friends.

PCs and Laptops

All PCs and Laptops connected to the internet have anti-virus software installed.

All PCs, Laptops and Amazon Tablets are password protected

All documents holding sensitive data are password protected

Staff are not permitted to use unsuitable sites on nursery equipment.

The use of social media sites will only be for the purpose of promoting the nursery, using nursery accounts. All accounts are password protected. All images used on social media will only show activities/ projects. No children or their names will appear on social media unless individual permission has been granted by the parent/ carer prior to usage.

Email

Emails to parents/ carers will be sent from merry go round email. Staff will not use their personal email addresses to contact parents/ carers.

Social Media

Staff will only access their social media on their own devices during breaks.

Staff will not reference work or any service user on their social media.

See also Social Networking Policy

Adoption Date: 1st July 2022.

Signed:

Nm Orel

Annual Review

Reviewed 1st September 2022

Reviewed 1st September 2023

Next review 1st September 2024